

**CUPE Local 3260 is looking for nominees for the following positions:**

**Open Island Wide**

- 🗳️ **President - 2 year term**
- 🗳️ **Recording Secretary – 2 year term**
- 🗳️ **Trustee – 3 year term**
- 🗳️ **Sergeant of Arms – 1 year term**

**Open in the West (Westisle, Three Oaks, Kensington, Kinkora Family) & French (Island Wide)**

- 🗳️ **Making A Difference – 2 year term**

**Area Elections**

**West (Westisle Family)**

- 🗳️ **Area Vice President – 2 year term**
- 🗳️ **Health & Safety – 2 year term**
- 🗳️ **Bylaws – 2 year term**
- 🗳️ **Education – 2 year term**

**Central East {Colonel Gray Family, Bluefield Family, Charlottetown Rural Family (except Donagh)}**

- 🗳️ **Central East Urban Area Vice President – 2 year term**
- 🗳️ **Health & Safety – 2 year term**
- 🗳️ **Bylaws – 2 year term**
- 🗳️ **Education – 2 year term**

**French (Island Wide),**

- 🗳️ **Area Vice President – 2 year term**
- 🗳️ **Health & Safety – 2 year term**
- 🗳️ **Bylaws – 2 year term**
- 🗳️ **Education – 2 year term**

For a list of duties and responsibilities for each position please refer to below for more information.

**If you wish to put your name forward or nominate anyone, please send names along to your area VP's. For positions elected at our Annual General Meeting in May nominations will be accepted from the floor.**

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**PRESIDENT - 2 Year Term    OPEN Island Wide**

- enforce the CUPE Constitution and these By-Laws;
- preside at Special, Annual and Executive meetings and preserve order;
- decide all points of order and procedure (subject always to appeal from the membership);

- have a vote on all matters (except appeals against his/her rulings) and in the case of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie;
- ensure that all officers perform their assigned duties;
- fill committee vacancies where elections are not provided for;
- introduce new members and conduct them through the initiation ceremony;
- serve on the Labor Management Committee as required;
- have first preference as a delegate to the CUPE National Convention;
- have the option to attend any convention/conference to which the Executive decides to send delegate(s);
- on termination of office, surrender all books, records and other properties of the Local to their successor.
- attend HR meetings
- attend Education Sector Meetings
- attend Education Presidents Meetings
- Keep lines of communication open for the entire membership
- support all executive members
- communicate with union affiliates as needed
- request PD fund and Joint Fund amounts from PSB and CSLF at the end of the school year
- Ensure that members receive assignment list and seniority list
- Attend Annual and Semi-Annual Home and School meeting
- Attend Retiree Supper

#### **RECORDING SECRETARY- 2 Year Term    OPEN Island Wide**

- keep full, accurate and impartial accounts of the proceedings of all Regular or Special Membership, Executive Meetings and the Annual Meeting; these records must also include a copy of the full financial report and the written financial report by the Secretary-Treasurer. The record will also include Trustees reports.
- record all changes in the By-Laws;
- answer correspondence and fulfill other secretarial duties as directed by the Executive;
- provide a monthly report on correspondence;
- file a copy of all letters sent out and keep on file all communications;
- have all records ready on reasonable notice for auditors and/or Trustees;
- preside over Special Membership and Executive Meetings in the absence of both the President and First Vice-President;
- be empowered, with the approval of membership, to employ necessary clerical assistance to be paid out of the Local's funds;
- ensure bylaws changes are emailed to CUPE Office after Annual Business day to be sent to National for approval.
- Keep files for seven years
- on termination of office, surrender all books, records and other properties of the Local to his/her successor.

#### **TRUSTEE – 3 year term    OPEN Island Wide**

- act as an Auditing Committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer; the Recording Secretary and the committees at least once every calendar year
- report their findings to the Annual Membership meeting following the completion of the audit;
- audit the books and accounts of the Secretary-Treasurer for the fiscal year.
- use audit forms supplied by the National Office and send a copy of each yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution;
- be responsible to ensure that monies are not paid out without proper Constitution or membership authorization;
- ensure that proper financial reports are made to the membership;
- audit the record of attendance.

- be responsible for Credentials at the Annual General Meeting and any other meetings as requested by the Executive
- ensure that the Secretary-Treasurer meets the requirements of Articles B3.6 and B3.7
- examine or inspect all property and assets of the Local Union once a year;
- make a written report of any recommendations or concerns about how the Secretary-Treasurer keeps the financial records, funds and accounts of the Local Union. The report will be sent to the Present and Secretary-Treasurer.

THERE ARE 3 TRUSTEES SO YOU ARE NOT ALONE

### **Making A Difference – 2 yr term OPEN West (Westisle, TOSH, KISH , Kinkora Family ) & French (Islandwide) Representatives**

- send the nomination application to membership
- review all applicants and pick a winner
- present winner with plaque, flowers & gift the day of AGM
- engrave plaque with winner's name.
- deliver and pick up plaque from winner's school each year.
- put a write up in local newspaper of winner.

### **AREA VICE PRESIDENTS - 2 Year Term OPEN West, Central East Urban and French**

- hold membership meetings at least every four (4) months per school year;
- hold additional meetings when needed;
- attend executive meetings regularly to report on their membership meetings;
- send out Area updates to members when needed:
- voice the wishes and concerns of their membership to the Executive;
- represent their membership with the Employer;
- sit on the Labor Management Committee;
- attend Board of Directors/ Trustees meetings in their respective area or find a member within their area to attend in their place;
- keep a record of membership attendance for all meetings.
- give contact information to members
- ensure the collective agreement is being followed
- when issues arise contact the President of the local, CUPE Staff Rep and other Executive members as needed
- Maintain open communication with Employer, members, executive, committees and CUPE Staff Rep

### **By-Laws and Resolution - 2 year term OPEN West, Central East and French Representative**

This Committee shall consider all proposed amendments to the By-Laws and shall submit its report and recommendations to the Executive by the middle of March of each year.

This Committee shall also recommend such additional rules, as it deems necessary for the conduct of the Local.

### **Health & Safety – 2 year terms OPEN West, Central East and French Representative**

- To promote health and safety by advocating for the prevention of hazards within the workplace.
- To ensure accessibility and inclusions on occupational health and safety matters
- To recommend and promote health and safety training to members of Local 3260
- To promote and raise awareness of health and safety within Local 3260
- To provide tools and resources for health and safety to Local 3260

- To report and make recommendations to the Local 3260 Executive to help ensure a safe and healthy workplace for all members.
- Promote health and safety issues at the Local 3260 Annual Convention by submitting an annual report.
- Meet a minimum of two times per year and report to Executive after each meeting.
- Support local, provincial and national health and safety campaigns.
- Encourage members to attend Health and Safety Workshops.
- Act as a resource to local members.

**Education Committee - 2 year terms – OPEN West, Central East, French and 1 year term East Representative**

- cooperate with the Executive in preparing press releases and other publicity material;
- in conjunction with the Executive, decide the location of the CUPE Annual Professional Development Days. Numbers will be calculated based on all EA's, YSW's, WA's and SA's who are required to attend plus Substitutes. The number of Substitutes will be calculated when they indicate attendance by replying to an email.
- plan and organize the events to be held during the CUPE Annual Professional Development Days;
- co-operate with the Union Development and Communications Departments of CUPE and with the regional Education Representative, in implementing both the Local's and CUPE's policies in these fields. The Committee shall comprise of six (6) members, one (1) from the Executive and one (1) from each PSB area, and one (1) from CSLF and shall appoint its Secretary from among its members.
- Plan with the Employer all Joint Professional Days
- newly elected Committee members will assume their position after the Annual Business day in May.

Please reach out to any Executive member with questions. Area meetings will take place before early April to elect positions in their respective areas. Each area will need a quorum for Elections to happen. All positions opened island-wide will be elected at our Annual General meeting on May 2, 2025.

**CUPE Local 3260 Executive**

President Carolyn Ellsworth ~ carolyn.ellsworth67@icloud.com

Acting President & Central East Rural Vice-President Kelly Watts ~klwatts16@icloud.com

Recording Secretary Marion Hendrickson ~ mhendrickson@eastlink.ca

Secretary Treasurer Deborah Ford ~gallant684@hotmail.com

West Vice-President Brenda Doucette ~ brennadeagle@hotmail.com

Central East Urban Vice-President April Gallant~ aprildgallant@gmail.com

East Vice-President Andrea Garlick ~ agarlick@live.ca

Central West Vice-President Trudy DesRoche ~ trudydesroche@gmail.com

French Vice President Kim Hood ~ kzhood3@gmail.com